

## **Stop, Cancel, or Reschedule a Warrant Quick Reference Guide**

This Quick Reference Guide explains how to locate an issued warrant and to manage warrants that have been disbursed, including how to stop, cancel, and reschedule (request replacement) an issued warrant.. It also describes how to request a copy of a paid warrant.

Departments can stop, cancel or reschedule (request replacement) for an issued warrant by submitting a cancellation version of an Automated Disbursement (AD) or Manual Disbursement (MD) document. A submitted cancellation document routes through workflow for approval by the Department AP Manager, then to GAO for additional actions and final approval.

- For Stop Payment and Cancel, payment outstanding and expenditure (or revenue) are reversed when the document is approved by GAO. (Forms GAO-7 Warrant Stop Payment Request and GAO PM-44 Warrant Cancellation Request are replaced by AFIS workflow.)
- For Reschedule, Form GAO-6 (Warrant Replacement Request Form) is still required; scan and attach it to the cancellation document instead of sending a hard copy to GAO.

### **Locate an Issued Warrant**

The first step in working with an issued warrant is to find it in AFIS.

Issued warrants are stored on the Check Reconciliation table (CHREC) until a post-back file is received from the Bank, until they expire or they are cancelled. Paid, expired, and cancelled warrants move from CHREC to the Paid Checks table (PDCHK). The CHREC table normally contains warrants in warranted status. PDCHK table contains warrants that have been reconciled as paid by AFIS.

EFT payments are stored directly on PDCHK, as they are considered paid as soon as they are issued.

If you cannot find a warrant on CHREC, then it may have been paid, expired, or cancelled; these warrants display on PDCHK. The search fields for PDCHK are similar to CHREC, described above under Creating a Cancellation Document. The most effective way to search is using the *wildcard* (*asterisk, \**) and Warrant number in the Check/EFT Number field.

### **Stop Payment, Cancel, or Replace a Warrant**

Only outstanding warrants that are still on the CHREC can be stopped, cancelled, or rescheduled. If it has paid, expired, or cancelled, it is on PDCHK; no further action is available on that warrant.

Be sure to verify the warrant is on CHREC before requesting a stop/cancellation or replacement.

# Stop, Cancel, or Reschedule a Warrant QRG

## Stop Payment

Request a **Stop Payment** if you are **NOT** in possession of the warrant. When GAO receives the Cancellation document for approval, GAO will process the stop payment online with Bank of America (BoA). One day later, GAO will receive confirmation of the stopped payment. GAO will then approve the Cancellation document.

- If GAO receives a Cancellation *before* 4:00 PM, GAO will process the stop payment with BoA the same day. Confirmation from BoA and GAO approval of the Cancellation in AFIS will be on Day 2.
- If GAO receives a Cancellation *after* 4:00 PM, GAO will process the stop payment with BoA the following business day (Day 2). Confirmation from BoA and GAO approval in AFIS will be on the next business day (Day 3).

Stop Payment	Warrant not in hand
	Cancel Type: Close
	BOA overnight process
	No attachment
Cancel	Warrant in hand
	Cancel Type: Close
	Effective on approval
	Attach voided warrant
Reschedule	Warrant in hand or not
	Cancel Type: Reschedule
	Effective on approval
	Attach GAO-6

## Cancel Payment

Request a **Cancel** if you **ARE** in possession of the warrant. Attach a copy of the voided warrant to the cancellation document; the voided warrant must be legible for GAO verification purposes. The agency can dispose of the warrant; GAO does not need it. GAO will approve the cancellation document after verifying the information and documentation.

## Reschedule (Replace) a Payment

You can request a **Reschedule** to replace warrants that reference a payment (such as a GAX or PRCPZ1) when the warrant needs to be reissued.

Reschedule is only available for certain Bank Accounts:

- Reschedule is available for BK01 (“Bank 21” Warrants) and BK07 (ICA Warrants).
- Warrants from BK22 and warrants converted from legacy AFIS require special processing to replace; contact your GAO liaison for assistance in this case.
- Warrants of other Bank Accounts (BK23, 25, 26, 29, 30, 31, 32, and 33) are replaced at the associated agencies; they are not processed by GAO.

**Attach** a notarized Form GAO-6 to the AFIS document in order for GAO to approve it.

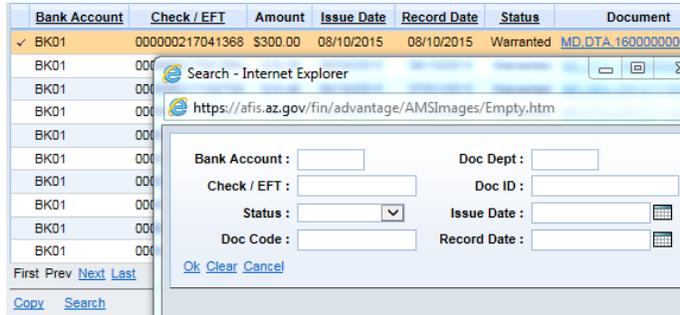
# Stop, Cancel, or Reschedule a Warrant QRG

## Funds Returned to Account

For a Stop Payment or Cancel Payment, AFIS reverses the disbursement postings immediately when GAO applies final approval to the Cancellation document, typically on the second or third day—depending on whether the Cancellation reached GAO before 4:00 p.m. on the first day.

## Procedure to Stop, Cancel, or Replace a Warrant

- A. Log into New AFIS
- B. Find the issued warrant.
  1. Enter **CHREC** in the **Jump to** box.
  2. Click the **Search** link.
  3. Enter the warrant number in the **Check/EFT** field. You can use a *wildcard (\*)* in front of the number; e.g., **\*2199999**.



**Note:** If the warrant is not on CHREC, it may have already paid, expired, or cancelled. These warrants are displayed on the Paid Checks (PDCHK) table.

- C. Create the Cancellation document.
  1. Click on the **Document ID** hyperlink to open the Warrant document.
  2. Select the **Discard** button at the bottom of the document.
  3. Click **OK** in the message box that appears; AFIS creates Version 2 of the same Document ID with a **Cancellation** Function.
- D. Complete the Cancellation tab on the header.
  1. Select either **Close** or **Reschedule** under **Cancellation Type**. **Close** is used for both stops and cancels; there is no difference as far as AFIS is concerned. **Reschedule** is used for replacement warrants.
  2. Select a **Cancellation Reason**. Any cancellation reason can be selected except for Stale, Escheat, Warrant Reconciliation, and Cancel.
  3. Enter a **Cancellation Comment**. Cancellation Comment *must* be entered to explain why the warrant is being cancelled. The document will be rejected if the box is empty.

The screenshot shows the 'Cancellation' tab of a form. It has several sections: 'Cancellation Type' with a dropdown menu set to 'Close'; 'Cancellation Reason' with a dropdown menu set to 'Lost'; 'Cancellation Comment' with a large text area; 'Schedule Payment Date' with a date picker; 'Hold Type' with a dropdown menu and a green up arrow icon; 'Hold Request Description' with a text area; 'Payment Hold Type Department' with a dropdown menu; and 'Payment Hold Type Unit' with a dropdown menu.

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4. If **Cancellation Type** is *Reschedule*, enter the **Schedule Payment Date** that determines when the new warrant will be generated; it can be the *current* or *future date*. The warrant must be stopped successfully at Bank of America before the rescheduled warrant is approved by GAO.
- E. **Attach** documents to the **Header** component.
1. See the *Getting Started with AFIS* Training Guide for information on how to attach documents.
  2. If **Close** was selected for Cancellation Type *and* the agency has the physical warrant, then the agency must deface the warrant with VOID or CANCEL, scan it, and attach the voided warrant to the Cancellation document for GAO final approval.
  3. If **Reschedule** was selected for Cancellation Type, the GAO-6 Warrant Replacement Request Certification Form is required; attach it to the Cancellation document for GAO final approval.
- F. **Validate** the Cancellation document.
1. Confirm that the Cancellation document validates successfully. If it does not, please see your accounting supervisor for assistance.
- G. **Submit** the Cancellation document.
1. Workflow will assign the document to the Department Approver for first approval.
  2. After Department Approval, workflow will assign the document to GAO for final approval.

### Request a Copy of a Paid Warrant

To request a copy of a paid warrant, complete the GAO-5 Form that is available from the GAO website, and email it to [afis.operations@azdoa.gov](mailto:afis.operations@azdoa.gov). The Authorized Signer must have an AP role in New AFIS for GAO to honor the request.

### Helpful Hints

#### *Warrant to Wrong Vendor Address*

If a warrant has been issued to the right Vendor but it has the wrong Vendor Address, do not cancel it—it is still valid. You have at least two options:

- If the Vendor has the warrant, work with the Vendor to route the payment to the right account.
- If you have the warrant in hand, put in an envelope and mail it to the correct address.